Mixed-Income PILOT Application & Approval Process

Application Window

- Rolling Application Window, Round 1: June 1-July 30 (Additional windows may be addedd until annual cap is met.)
- Cap year = January December

Application Review

- Completed application submitted to Metro Housing Division
- Round One Application Reviews Completed: September 30

Application Follow-up

- Applicant to respond to questions or provide additional information as requested by Housing Division (if applicable)
- Response to Housing Division with 10 business days

Final Review

- Metro Housing Division review of additional information (If applicable)
- Final review complete with 5 business days

Public Notice

- Issue Public Notice of HEHFB meeting to consider PILOT application in paper and on HEHFB website
- Notice requirement minimum 10 days

HEHFB Meeting

- Metro Health and Educational Facilities Board to consider PILOT application
- Application presented by Metro Housing Division; Applicant must attend

PILOT Closing

- If approved by HEHFB, Metro Housing Division to coordinate with Legal Counsel to prepare Closing Documents
- PILOT must close within 6 months of approval



- Property transfers on January 1 in the calendar year following the building being placed in service. This begins Year 1 of the PILOT.
- Developers will continue to pay taxes until property is transfered.